



## FLEET AND FAMILY READINESS NAF ATSUGI JAPAN

### **Please read the following information prior to completing the FFR application form.**

1. Please complete the application form in its entirety. If an applicant fails to furnish information requested on this form sufficient to make a determination as to your suitability for employment, this application form will not be processed.
2. Only one position, one job announcement number, and one location may be listed per application.
3. Please bring with you the following documents:
  - (a) Military ID card
  - (b) Command Sponsorship Letter of Family Entry Approval
  - (c) Passport with SOFA stamp
4. If submitting a resume:
  - (a) Please attach your resume with the application form. On the second page of the application under "Work Experience- Description of Duties". Please annotate or write "See Attached Resume."
  - (b) Please complete all other information that is required on the application form that is not covered by your resume.
5. Applications/resumes must meet all legal, regulatory, eligibility, and minimum qualification required as of closing date of the job announcement.
6. Military Active Duty Enlisted Personnel will only be considered for part-time and flexible positions IAW BUPERSINST 53000.10A during their off duty hours.
7. All applications are subject to DoD priority lists and other priority considerations.
8. Applications/resumes received after the closing date will not be considered.

### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

For more information, please contact FFRSSC/N94 Atsugi Personnel  
Building 978  
DSN: 264-4657/Commercial: 0467-63-4657

Management reserves the right to cancel vacancy announcement at any time during the recruitment process. Supervisory/Managerial positions require a local background check.

**NOTE:** All SOFA, Child/Youth/Teen Activities, Gaming, Cashier, Sales Clerk, Food Service Workers and DD 214 required of all applicants with prior military service.

- CODE: (\* Must be 18 y/o to apply  
(A) Requires background check  
(B) Must have High school Diploma or equivalent  
(C) Must have driver's license to apply  
(D) Flex: zero to 40/hrs/wk  
(E) RFT: Regular Full Time: 35 – 40hrs/wk  
(F) Depending on experience (**DOE**)



# FLEET & FAMILY READINESS

Application for Employment  
(Please print requested information in ink.)

Date: \_\_\_\_\_

FFR is an Equal Opportunity Employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state, and federal law. In addition, FFR has adopted an Affirmative Action Program with the goal of ensuring equitable representation of qualified women, minorities, Vietnam Era and disabled veterans, and other disabled individuals, at all job levels. Applicants may be subject to testing for illegal drugs. In addition, applicants for certain positions that receive a conditional offer of employment must pass a medical examination prior to receiving a confirmed offer of employment.

## PERSONNEL INFORMATION

Last Name	First Name	Middle Name	Social Security Number	
Street Address	City	State	Zip Code	Telephone number
E-mail address (if available)				Country of Citizenship

Answer the following questions only if the position for which you are applying requires driving.

Are you licensed to drive a car?  YES  NO  
Are you licensed for government vehicles?  YES  NO

Have you ever been employed by the U.S. government?  YES  NO

If Yes, note unit name and address	Termination Date	Position
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Do you have any relatives employed by the U.S. government?  YES  NO  
If Yes, Name/Relationship: \_\_\_\_\_

In order to assure proper placement of all associates, please list any special skills, training, or experience which qualify you for the position for which you are applying:

## AVAILABILITY

I am applying for the position: \_\_\_\_\_ Date you are available to start work: \_\_\_\_\_  
Lowest pay you will accept: \_\_\_\_\_  
(You will not be considered for jobs which pay less than you indicated.)  
Announcement #: FFR-12- \_\_\_\_\_ \$ \_\_\_\_\_ /per hour/Grade

I am seeking (check only one):

- Regular Full time employment (40 hours per week)
- Regular part-time employment (20-34 hours per week)
- Flexible employment (0-40 hours per week for civilians)
- Flexible employment (0-34 hours per week for active duty)
- Seasonal employment (one season, e.g. summer)
- Temporary employment

I am willing to work:

- weekends
- holidays
- shifts
- rotating shifts

If temporary, indicate dates available: \_\_\_\_\_

## MISCELLANEOUS

Within the past seven years, have you been convicted of a crime involving dishonesty or violence?  
(A conviction record will not necessarily be a bar to employment.)  YES  NO

If Yes, explain: \_\_\_\_\_

**EDUCATION**

Name and location of school attended

High School

Did you graduate?

 YES  NO

Courses of study

College

Did you graduate?

 YES  NO

Major

Degree:

Other

Did you graduate?

 YES  NO**WORK EXPERIENCE**

List below your three most recent employers, starting with your present or last employer. List under company name any periods of unemployment. If you were employed under another name, please enter under the company name. Use additional sheets if necessary

Company Name	Address & Phone	Mo./Yr.	Rate of Pay	Job title (If federal, include series & grade)	Reason for leaving
1	Phone:	From	starting		
		To	Final	Name of Supervisor	

Description of work:

2	Phone:	From	starting		
		To	Final	Name of Supervisor	

Description of work:

3	Phone:	From	starting		
		To	Final	Name of Supervisor	

Description of work:

Please read the following paragraph before signing this application:

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information is grounds for dismissal in accordance with MWR Department policy. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of MWR and my employment and compensation can be terminated with or without cause, and with the required 14-day notice, at the option of either the Department or myself. I understand that no unit manager or representative of FFR other than the Personnel of the Department, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I hereby authorize FFR to obtain background reports on me.

Applicant's signature

Date

**Office use only**

Employment Date	Facility	<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Flexible
		<input type="checkbox"/> Regular Part time	<input type="checkbox"/> Temporary
Job Title	Job Code	Job Grade	
Authorized Signature		Date	



Name: \_\_\_\_\_

SSN: \_\_\_\_\_

The purpose of Fleet & Family Readiness "FFR" is to provide recreational, fitness/sports, youth, "food& beverage"and entertainment services that contribute primarily to the readiness of personnel attached to and tenant of U.S. Naval Air Facility, Atsugi, Japan.

To fulfill this mission, all FFR Employees shall possess the following minimum qualifications:

1. Desire to make decisions that yield a high customer satisfaction level.
2. Initiative to accomplish job independently and efficiently.
3. Motivation to perform responsibilities that benefit you!

Do you possess the above minimum qualifications?

Do you possess the above minimum qualifications?

YES

NO

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Employee Signature and Date

NOTE: This questionnaire must be attached to your application. This will become a permanent record in your official personnel folder in the event of selection for a job at FFRSSC.